

# Your Rights as a Worker (Non-Agricultural) in Washington State

## Minimum Wage

- Washington (WA) State minimum wage is calculated each year.
- Effective January 1, 2004, the WA State minimum wage is **\$7.16/hour**.
- Some occupations are not covered by minimum wage. In Seattle, call 206-515-2800 with questions.
- Employers may not use tips to make up any part of the minimum wage.
- Workers aged 14 or 15 may be paid 85% of the minimum wage – \$6.07 an hour.

## Overtime

- You must be paid one and a half times your regular pay for hours worked over 40 in a work week, regardless whether you are paid hourly, a salary, piece work or flat rate.
- You cannot waive this right even if you and your employer agree.

Prepared by the  
Seattle Office for Civil Rights  
(206) 684-4500 (TTY 206-684-4503)

[www.seattle.gov/civilrights](http://www.seattle.gov/civilrights)

In cooperation with the Department of  
Labor and Industries (206) 515-2800  
[www.LNI.wa.gov/scs/workstandards](http://www.LNI.wa.gov/scs/workstandards)

## Working Conditions

- You are entitled to a **meal period of at least 30 minutes** if you work more than 5 hours a day.
- If you are required to remain on duty during your meal period you must be paid for that time.
- You are entitled to at least a **10 minute paid rest break** for each 4 hours you work.
- If you lift or move more than 20 pounds as a normal part of your duties, you must be taught proper lifting techniques.



## Pay Periods

- You must be paid **at least once a month** for every month you work. You must be paid on a regularly scheduled payday.
- Each time you are paid, you must receive a statement showing the days or hours you worked, your rate of pay, your gross wages and all deductions taken.



City of Seattle Greg Nickels, Mayor



This flyer is available in other formats on request.

## **Deductions**

- Your employer may withhold money from your wages **only** when required to do so by state or federal law or when you have authorized a deduction in writing in advance for a lawful purpose that benefits you and not the employer.

## **Family Care Rules**

- Under Washington State Law employees may use earned sick leave or other paid time off to care for:
  - a) a child of the employee who requires health treatment or supervision;
  - b) a spouse, parent, parent-in-law or grandparent of the employee who has a serious health or emergency condition.

## **Illegal Discrimination**

- It is illegal to discriminate against you in employment based on your race, sex, national origin, religion, disability, age (40+) or other protected class.
- The law protects you in hiring, firing and layoffs; wages; promotion and assignments; training; and discipline. The law also protects you from harassment and illegal retaliation.
- For information about discrimination call the Seattle Office for Civil Rights at (206) 684-4500. Services are free, fair and impartial. Language interpreters are provided on request.

## **Employment Records**

- Your employer must record your name, address, occupation, rate of pay, and the amount you receive each pay period and the hours or days you work.
- These records must be made available to you upon request at any reasonable time.
- You are entitled to review your personnel file at least once a year.

## **Family and Medical Leave**

- The federal **Family and Medical Leave Act** entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family & medical reasons, including the birth or adoption of a child, or placement of foster children.
- The Act covers most large private employers, public agencies and schools.
- For eligibility and other rules, call the US Department of Labor toll-free 1-866-487-9243 or visit [www.dol.gov](http://www.dol.gov).

## **Complaints**

- The State Department of Labor & Industries (L&I) may investigate wages, hours and working conditions of all employees.
- Greater Seattle area: call (206) 515-2800.
- Bellevue area: call (425) 990-1400.
- Burien, Tukwila and Kent areas: call (206) 835-1000.
- Everett area: call (425) 290-1300.